

QUALITY ASSURANCE REVIEW
Physical Plant
Food Services Inspection

Date:	
Facility:	
Youth Population:	
Reviewer:	

Guidelines:

- YS Policy: A.2.15 "Dress Code for Secure Care Facilities and Community Based Services"; A.2.61 "Pre-Employment Health Screening/Physical Examinations for D Care Positions"; A.7.1. "Safety Plan"; C.2.10 "Safety and Emergency Management"; C.2.14 "Tool Control Program"; C.2.15 "Control and Use of Flammable, Caustic, and Toxic Substances (FTCs)"; and C.6.1 "Food Services"
- ACA 2-CO-4C-01; 4-JCF-1A-07; 4-JCF-1B-01; 4-JCF-1B-02; 4-JCF-1B-03; 4-JCF-1B-04; 4-JCF-1B-05; 4-JCF-1C-09; 4-JCF-2A-25; 4-JCF-4A-01; 4-JCF-4A-02; 4-JCF-4A-03; 4-JCF-4A-04; 4-JCF-4A-05; 4-JCF-4A-06; 4-JCF-4A-07; 4-JCF-4A-08; 4-JCF-4A-09; 4-JCF-4A-10; 4-JCF-4A-10-1; 4-JCF-4A-11; 4-JCF-4A-12; 4-JCF-4C-18; 4-JCF-59; 4-JCF-6C-06
- Other Food Service Inspection
Health Department Inspection
Master Tool Inventory
Monthly Fire, Safety and Sanitation Inspection
Office of Risk Management

Food Services Inspection

AREA	REVIEW	Y	N	N/A	COMMENTS
Building Entrance	Sidewalks are in good condition. There are no cracks to cause tripping.				
	Lawns and gardens are neat, trimmed and litter free.				
	Outside yard area is in good condition. There are no holes to cause tripping.				
	Outside gutters are debris free, clean and in good condition.				
	Roofing is in good condition with no leaks.				
	Building entrance is clean and litter free.				
Cleaning / Sanitizing	Overall housekeeping is maintained in a clean, orderly fashion and area is odor free.				
	Wiping cloths are stored in sanitizing solution when not in use.				
	Plumbing is in good condition with no leaks, floors are dry.				
	Floors are clean and in good condition - no loose tiles.				
	Ceiling tiles are in place with air vents free of dust and litter.				
	Ceiling tiles are graffiti free with no mildew stains.				
	Ceiling, corners, baseboards and walls are clean and free from dirt and damage.				
	All windows and screens are clean, secure, caulked and have no broken panes.				
	All doors are clean and locks are functional.				
	Mops are sanitized, air-dried and odor free.				
	Mops are clean and hung up.				
	Mop buckets are clean and empty unless in use.				
	Wet floor signage is being utilized properly.				
	Garbage cans are clean and complete with bags and cover.				
	Wastes collected, stored and disposed of in an appropriate manner.				
	Drain covers are clean and free of debris.				
	Water fountain is clean, debris free and operable.				
Dishwasher	Proper temperature maintained during wash & rinse cycle (125°)				
	Detergent dispenser is working properly.				
	Drains are working properly.				
	Dishwasher is clean and free from dried foods.				
	Sanitizer is being used on cold water rinse.				
	Temperature gauges are working properly.				
	Pre-rinse is being used.				

AREA	REVIEW	Y	N	N/A	COMMENTS
Electrical / Fire Safety	Evacuation routes, emergency evacuation plan and safety rules are strategically posted.				
	Exit signs are posted and operable.				
	Emergency lighting is in place and functional.				
	Aisles, hallways and fire exits are clear and unobstructed.				
	Electrical panels are accessible and in good condition.				
	Electrical outlets, wiring, cover plates and switches are in good condition with no cracks, exposed wiring, etc.				
	All lighting fixtures are functional and in good condition.				
	Electrical appliances are equipped with satisfactory cords and three pronged plugs.				
	Electrical cords are out of way of travel/foot traffic.				
	Electrical cords are in good condition, not frayed.				
	Electrical heaters when in use are operated according to manufacturer's safety precautions. Heaters are equipped with safety shut-off. Electrical heaters are never left unattended.				
	Staff have access to a working flashlight in the event of a power failure.				
	Sprinkler heads are uncovered with no storage within 18 inches.				
	Boiler/mechanical rooms are clean and are not being used for storage.				
	First aid kit available on site and inventory noted. Blood spill kit on site.				
Equipment / Machinery Safety	All equipment including can opener is clean and working properly.				
	Equipment, tools and security devices function and are properly stored.				
	All moveable mechanical parts on machinery/equipment is properly guarded and staff and youth are using proper personal protection equipment (PPE).				
	Staff and youth have been properly trained with documented training records.				
	Staff know the location of the Job Safety Analyses' (JSAs)				
	Job Safety Analyses is available on-site for review.				
FTC's	Flammable, toxic and caustic materials are controlled. (If during the walk-through FTCs are spotted uncontrolled, mark "N". If there are no FTCs in the area, mark "N/A". If there are FTCs in the area being used under staff supervision, mark "Y").				
	Chemical containers have approved labeling affixed and are stored properly.				
	Toxics and caustics are securely stored.				
	Flammable liquids and combustibles are stored separately.				
	There is an up-to-date perpetual chemical inventory and it matches items in stock.				
	MSD sheets are on-site.				
	Items in stock are stacked in a stable manner.				
	Eye Wash Station is available (if applicable, see attached location list).				
Insect / Rodent Control	Insect and rodent control measures are being followed.				
	Area appears to be free from insect or rodent infestation.				

AREA	REVIEW	Y	N	N/A	COMMENTS
Kitchen Storeroom / Closet Areas	Kitchen storeroom is clean and neatly arranged.				
	Food inventories are stored in accordance with "first in/first out " system.				
	Shelf goods are maintained at 45/80 degrees.				
	Storage area size is adequate for purpose.				
	Yeast and nutmeg is inventoried and stored in a secure locked location.				
Lavatory/Kitchen	Hand towels, soap and hot water are available.				
	Plumbing is in good condition with no leaks, floors are dry.				
Main Storage Area	Main storage area is clean and neatly arranged.				
	Foods are stored 6" off the floor.				
	Food items are stored in accordance with "first in/first out" (FIFO) system.				
	Food items are dated as received.				
	Storage area size is adequate for purpose.				
Menu	Current menu is posted where youth can see them.				
	Cycle menu is being followed.				
	Menu worksheet is posted in the preparation area.				
	Menu changes are made daily as they occur.				
Miscellaneous	All security camera's are unobstructed and lens are clean.				
	State Food Certificate is current and visually displayed.				
	Health Department License is current and visually displayed				
	ARP box is available and locked.				
	The last Health Department Inspection and corrective action is available and maintained on-site for review.				
	Unit is maintained at a comfortable temperature.				
	Bulletin Boards contain updated information.				
	Front-line staff interact with youth during meal times (sitting w/youth, addressing behavior, etc.).				
	Furniture is in good condition (no tears, broken pieces, proper working order, etc.)				
Office Safety	Office areas are maintained in a clean, organized and clutter free manner.				
	Staff ensure that file cabinets and desk drawers remain closed when not in use.				
	Furniture/equipment is clean, functional and in good condition.				
	The top of file cabinets, lockers, etc. are not used for storage of boxes or heavy items.				
Personnel	Servers are wearing appropriate sanitation gear and hair restraints at all times.				
	Staff fingernail length does not exceed length of fingertip; nail polish is not extreme or includes designs or ornamentation.				
	Staff are not wearing jewelry (Exceptions: medical necklace / wedding band)				
	Staff mustaches are neat, trimmed and tapered and do not cover the upper lip area.				
	Staff are in state issued work clothing / shoes or boots / ID cards, etc.				

AREA	REVIEW	Y	N	N/A	COMMENTS
Pot & Pan Area	Pots and pans are free from grease and dried/burned food.				
	Detergent, degreaser and sanitizer (bleach) is being used.				
	The three compartment sink is being used and signs are in place.				
	Pots and pans are properly drained, air-dried and stored.				
Refrigerators / Freezers / Coolers	Refrigerators, freezers and coolers are clean and odor free.				
	Condensers are clean, free of lint and grease.				
	Equipment is operating at proper temperatures.				
	Refrigerated goods: 35°/40° Frozen food: 0° or below				
	Temperature logs are documented daily and maintained.				
	Food and beverages is wrapped or tightly sealed in containers.				
	Bulk food is stored 6" off the floor and 4" from the interior wall.				
Youth Restroom	72-hour sample trays are maintained.				
	Urinals and toilets are clean and operable.				
	Hand towels, soap and hot water are available.				
Serving Line / Dining Area	Sinks and mirrors are clean.				
	Serving line and dining area is properly cleaned during mealtime.				
	Dining area is graffiti free and paint is in good condition.				
	Tables are clean and arranged properly.				
	Hot foods are maintained at 135° or higher / roast beef 130° minimum. Cold foods are maintained at 41° or below. Temperatures are documented during all meals and maintained on file.				
	Hot foods are properly inserted on the serving line.				
	Correct serving utensils are being utilized.				
	Trays are served as youth/staff enter the line, not ahead of time.				
	Consistent, adequate portions are being served.				
	Food is well prepared and appealing to the eye.				
Tool Control	Special diets are prepared according to medical/dental orders and are rewritten and updated quarterly.				
	Tool Control is maintained and documented appropriately.				
	Master inventory is up to date and includes identifying number for each tool.				
	Tools are properly marked with identifying number as listed on Master Inventory.				
	Tool Control log book/documentation verifies authorized removal/return of tools.				
	Tools are stored in a manner so that presence/absence is easily determined.				
	Daily Tool Control inventory is conducted and submitted to approp. Personnel.				
	Weekly Tool Control inventory is conducted and submitted to approp. Personnel.				
	All tools are stored in a locked and secured cabinet/area when not in use.				
Tool Control	Dated copy of Master Inventory is stored inside of tool cabinet/room.				

AREA	REVIEW	Y	N	N/A	COMMENTS
Key Control	Facility keys are carried on staff's person and not left unattended in desk drawers, desk tops, counter tops, etc.				
Trays and Sporks	Trays and sporks are clean and free from grease and food.				
	Items are properly stacked and stored for drying.				
	Food trays are air-dried on racks.				
	Small ware and utensils are allowed to air dry.				
	Inventory system for issue and retrieval of "sporks" is maintained on a daily basis for breakfast / lunch / dinner.				
TOTALS:					

COMMENTS:

irect